



Charter Commission Meeting

February 03, 2025

7:00 PM

Fridley Civic Campus, 7071 University Ave N.E.

Agenda

Call to Order

Roll Call

Approval of Agenda

Approval of Meeting Minutes

1. Approval of January 13, 2025 Charter Commission Meeting Minutes

Administrative Matters

2. 2025 Nominating Committee Report
3. Updated Member List

Old Business

4. Chapters 5 Review

New Business

5. Commission Onboarding Manual

Future Meeting Topics/Communications

6. Future Meeting Topics

Adjournment

Accessibility Notice:

- If you need free interpretation or translation assistance, please contact City staff.
- Si necesita ayuda de interpretación o traducción gratis, comuníquese con el personal de la ciudad.
- Yog tias koj xav tau kev pab txhais lus los sis txhais ntaub ntauv dawb, ces thov tiv tauj rau Lub Nroog cov neeg ua hauj lwm.
- Haddii aad u baahan tahay tarjumaad bilaash ah ama kaalmo tarjumaad, fadlan la xiriir shaqaalaha Magaalada.

Upon request, accommodation will be provided to allow individuals with disabilities to participate in any City of Fridley services, programs or activities. Hearing impaired persons who need an interpreter or other persons who require auxiliary aids should contact CityClerk@FridleyMN.gov or (763) 572-3450.



AGENDA REPORT

Meeting Date: February 3, 2025

Meeting Type: Charter Commission

Submitted By: Beth Kondrick, Deputy City Clerk

Title

Approval of January 13, 2025 Charter Commission Meeting Minutes

Background

Attached are the minutes from January 13, 2025 for the Commission's consideration.

Recommendation

Staff recommend the approval of the January 13, 2025 Charter Commission Meeting Minutes.

Attachments and Other Resources

- January 13, 2025 Charter Commission Meeting Minutes

Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.



Charter Commission Meeting
January 13, 2025
7:00 PM
Fridley City Hall, 7071 University Avenue NE

Minutes

Call to Order

Chair Nelson called the Charter Commission meeting to order at 7:00 p.m.

Present

Mohammed Barre
Donald Findell
Greg Gardner
Clifford Johnson
Nikki Karnopp
Steve Kisner
Dave Linton
Audrey Nelson
Rick Nelson via Zoom
Valerie Rolstad
Doug Schmitz
Kathy Smith

Absent

Ted Kranz
Pam Reynolds

Others Present

Brad Bremener, Charter Commission Applicant
Sara Schreiner, Charter Commission Applicant
Dave Ostwald, Mayor
Melissa Moore, Assistant City Manager
Beth Kondrick, Deputy City Clerk

Approval of Agenda

Motion to approve the agenda by Commissioner Karnopp, seconded by Commissioner Rolstad.

Upon a roll call vote, all voting aye, Chair Nelson declared the motion carried unanimously.

Approval of Meeting Minutes

1. Approval of October 7, 2024, Charter Commission Meeting Minutes

Motion to approve the October 7, 2024 Meeting Minutes with one correction to add attendance of Commissioner Kisner by Commissioner Gardner. Seconded by Commissioner Rolstad.

Upon a roll call vote, all voting aye, Chair Nelson declared the motion carried unanimously.

Administrative Matters

2. Commissioner Interviews of Sara Schreiner and Brad Bremener

Commissioners interviewed candidates Sara Schreiner and Brad Bremener.

Motion to recommend Brad Bremener for the open seat by Commissioner Gardner. Seconded by Commissioner Findell.

Upon a roll call vote, with 11 Commissioners voting aye, one Commissioner abstaining and one Commissioner voting nay, Chair Nelson declared the motion carried.

Old Business

3. Chapter 5 Review

Motion to table Chapter 5 discussion until the next meeting by Commissioner Kisner. Seconded by Commissioner Rolstad.

Upon a roll call vote, with 12 Commissioners voting aye and one commissioner voting nay, Chair Nelson declared the motion carried.

4. 2025 Nominating Committee

Commissioners Karnopp, Schmitz and Smith volunteered to be the 2025 Nominating Committee. They agreed to meet briefly after the meeting and send their recommendations to staff to include on the next meeting agenda.

Future Meeting Topics/Communications

6. Future Meeting Topics

- Continue Chapter 5 starting with section 5.05

Adjournment

Motion by Commissioner Rolstad to adjourn the meeting. Seconded by Commissioner Gardner. Upon a roll call vote, all voting aye, Chair Nelson declared the motion carried unanimously. The meeting adjourned at 8:00 p.m.



AGENDA REPORT

Meeting Date: February 3, 2025

Meeting Type: Charter Commission

Submitted By: Beth Kondrick, Deputy City Clerk

Title

2025 Nominating Committee Report

Background

Pursuant to Section 6 of the Charter Commission Bylaws, Chair Nelson appointed three or more members to the 2025 Nominating Committee (Committee). The Committee consisted of Commissioners Karnopp, Schmitz and Smith.

The Committee met on January 13, 2025, following the Charter Commission meeting. The Nominating Committee offered the following nominations to serve as the 2025-2026 Charter Commission Officers:

Chair: Cliff Johnson

Vice Chair: Rick Nelson

Secretary: Mohammed Barre

Pursuant to Section 5 of the Bylaws, nominations may be made from the floor. If two or more Commissioners wish to serve in a particular office, the Commission will hold a contested election at its March meeting.

Recommendation

Staff recommend a motion accepting the 2025 Nominating Committee Report.

Attachments and Other Resources

Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.



AGENDA REPORT

Meeting Date: February 3, 2025

Meeting Type: Charter Commission

Submitted By: Beth Kondrick, Deputy City Clerk

Title

Updated Member List

Background

Attached is an updated Member List.

Recommendation

None.

Attachments and Other Resources

- 2025 Charter Commission Member List

Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.



Charter Commission Membership

Item 3.

Name/Address	Ward	Phone	Email	Appointed	Term Exp.
Mohamed Barre 7509 Lyric Lane NE Fridley, MN 55432	1	(h) 612-242-1513 (w) 612-348-4997	Junlay99@aol.com	02-06-23	02-06-27
Brad Bremener 6831 East River Road Fridley, MN 55432	3	(h) 507-402-5634	Brad.bremener@gmail.com	1-13-25	1-13-29
Donald Findell 6850 Siverts Lane Fridley, MN 55432	2	(h) 763-571-0467 (c) 612-867-9954	donfinder@aol.com	06-16-97 02-21-01 05-04-05 02-04-09 05-24-13 05-03-17 05-01-21	05-11-01 05-01-05 05-01-09 05-01-13 05-01-17 05-01-21 05-01-25
Gregory Gardner 5829 Hackmann Ave. N.E. Fridley, MN 55432	2	(h) 763-571-8821	gardnergregg@msn.com	03-01-22	03-01-26
Clifford Johnson 1549 Berne Road NE Fridley, MN 55421	2	651-214-1350	Roachcliff1@yahoo.com	01-10-24	01-10-28
Nikki Karnopp 482 Rice Creek Terrace N.E. Fridley, MN 55432	1	612-709-6452	nikkikarnopp@gmail.com	02-03-20 02-03-24	02-03-24 02-03-28
Steven Kisner 5871 W. Moore Lake Drive Fridley, MN 55432	2	763-300-8888	spkisner@yahoo.com	01-10-23	01-10-27
Ted Kranz 6701 Monroe Street N.E. Fridley, MN 55432	1	(h) 763-571-4387	tkranz1@comcast.net	08-11-06 03-29-10 10-21-14 04-06-18 04-22-22	04-22-10 04-22-14 04-22-18 04-22-22 04-22-26
Dave Linton 6521 Clover Place NE Fridley, MN 55432	1	(h) 763-571-7431 (c) 763-843-3415	Dwlinton99@gmail.com	05-20-24	05-20-28
Audrey Nelson 250 61 st Avenue NE Fridley, MN 55432	1	763-574-1388	audmnelson@gmail.com	01-10-24	01-10-28



Charter Commission Membership

Item 3.

Rick Nelson 4624 2 ½ Street N.E. Fridley, MN 55421	3	(c) 612-963-2487	rickvan16@hotmail.com	05-12-11 02-13-12 05-27-16 02-21-20 02-21-24	02-13-12 02-21-16 02-21-20 02-21-24 02-21-28
Pam Reynolds 1241 Norton Avenue N.E. Fridley, MN 55432	2	(c) 763-222-9386	fnpam@hotmail.com	05-12-05 03-22-07 04-04-11 05-04-15 11-04-19 10-02-23	05-01-07 05-01-11 05-01-15 05-01-19 11-04-23 10-02-27
Valerie Rolstad 1100 Lynde Drive Fridley, MN 55432	2	(c) 612-799-5993	valerier13@gmail.com	02-15-17 05-03-17 05-01-21	05-01-17 05-01-21 05-01-25
Douglas Schmitz 7311 Tempo Terrace NE Fridley, MN 55432	1	763-780-0541	schmitzdouglas@gmail.com	01-10-24	01-10-28
Kathy Smith 7350 Melody Drive NE Fridley, MN 55432	1	612-590-4721	ksmith1883@gmail.com	05-20-24	05-20-28



AGENDA REPORT

Meeting Date: February 3, 2025

Meeting Type: Charter Commission

Submitted By: Melissa Moore, Assistant City Manager

Title

Chapters 5 Review

Background

Last year the Charter Commission directed staff to draft revisions to Chapter 5 for the Commission to consider at this evening’s meeting. At the October meeting the Commission worked through and finished Section 5.04. Subsequent revisions after Section 5.04 reflect both staff and the City Attorney’s suggested revisions based on Statute and updated writing styles.

Revisions to Chapter 5 draft

Revisions to the draft directed from the October meeting that are now in the draft include:

- Updated definition of “committee.”
- Section 5.03 (9) now reflects changes directed by the Commission.
- The last sentence of Section 5.04 now mimics the format from Section 5.11 as directed by the Commission.

Minnesota Statute

[Minnesota Statute § 410.12](#) describes the process for initiating a petition to update a city charter. Staff encourage commissioners to read through the entirety of the section (attached) as a frame of reference for how State law directs a petition process. Again, this is only to petition for a charter amendment.

Threshold Comparison

The Commission directed staff to survey other charter cities for the threshold required to submit a petition:

City	Threshold	To read more
Brooklyn Center	<ul style="list-style-type: none"> • Initiative 5% • Referendum 10% • Of votes cast at last state general election 	https://www.brooklyncentermn.gov/home/showpublisheddocument/286/638091128603030000
Hopkins	<ul style="list-style-type: none"> • Initiative 10% • Referendum 15% • Recall 25% 	https://library.municode.com/mn/hopkins/codes/code_of_ordinances?nodeId=PTICH_CH5_INRERE

Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.

	<ul style="list-style-type: none"> • Of the total number of votes cast at last regular municipal election 	
Columbia Heights	<ul style="list-style-type: none"> • Initiative 10% • Referendum 10% • Recall 25% • Of the total votes cast at the last preceding regular municipal election 	https://cms5.revize.com/revize/columbiaheights/document_center/Government/Updated%20City%20Charter%20OCT%202016.pdf
Plymouth	<ul style="list-style-type: none"> • Initiative 15% • Referendum 15% • Of the number of persons registered to vote at the last regular city election • No reference to recall 	https://library.municode.com/mn/plymouth/codes/code_of_ordinances?nodeId=CH_CH_CH5INRE
Crystal	<ul style="list-style-type: none"> • Initiative 5% • Referendum 5% • Of registered voters registered in the city on the date of the preceding regular municipal election • No reference to recall 	https://library.municode.com/mn/plymouth/codes/code_of_ordinances?nodeId=CH_CH_CH5INRE
Anoka	<ul style="list-style-type: none"> • Initiative 10% • Referendum 3% • Recall 10% • Of the total number of registered voters at the time of the last preceding regular municipal election 	https://www.anokaminnesota.com/DocumentCenter/View/1370/CITY-CHARTER
Ham Lake	<ul style="list-style-type: none"> • Initiative 10% • Of those who were registered to vote as of the completion of voting at the preceding city election 	https://www.hamlakemn.gov/sites/default/files/files/CHARTER%20-%20effective%20November%2017%2C%202015.pdf
Lino Lakes	<ul style="list-style-type: none"> • Initiative 5% • Referendum 10% • Recall 15% • Of the registered voters at the time of the last regular municipal election 	https://codelibrary.amlegal.com/codes/linolakes/latest/linolakescharter/0-0-0-190
Ramsey	<ul style="list-style-type: none"> • Initiative 20% • Referendum 20% • Recall 20% • Of the total number of registered voters in the city at the time of the last city-wide election 	https://library.municode.com/mn/ramsey/codes/code_of_ordinances?nodeId=PTICH
Bloomington	<ul style="list-style-type: none"> • Initiative 10% • Referendum 15% • Recall 25% • Of the total number of votes cast at the last preceding regular municipal election 	https://codelibrary.amlegal.com/codes/bloomington/latest/bloomington_mn/0-0-0-43530

Vision Statement

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Minnetonka	<ul style="list-style-type: none"> • Initiative 10% • Referendum 20% • Of the number of persons voting in the city at the last state general election • No reference to recall 	https://codelibrary.amlegal.com/codes/minnetonka/latest/minnetonka_mn/0-0-0-19765
Robbinsdale	<ul style="list-style-type: none"> • Initiative 15% • Referendum 15% • Recall 25% • Of the total number of registered voters in the city at the time of the preceding regular municipal election 	https://www.robbinsdalemn.com/home/showpublisheddocument/14327/638338166547500000
Coon Rapids	<ul style="list-style-type: none"> • Initiative 15% • Referendum 15% • Of the votes cast at the last regular municipal election at which the Mayor was elected • No reference to recall 	https://library.municode.com/mn/coon_rapids/codes/code_of_ordinances?nodeId=TIT1CHCORAMI
Blaine	<ul style="list-style-type: none"> • Initiative 10% • Referendum 15% • Of the total number of votes cast at the preceding regular municipal election 	https://library.municode.com/mn/blaine/codes/code_of_ordinances?nodeId=PTICH
Brooklyn Park	<ul style="list-style-type: none"> • Initiative 15% of the total number of votes cast at the last gubernatorial election • Referendum 15% of the total number of votes cast at the last gubernatorial election • Recall 25% of the total number of registered voters in the city 	https://www.brooklynpark.org/wp-content/uploads/2021/06/City-Charter-with-May-2022-Update.pdf

Recommendation

Staff recommend the Commission review the drafted revisions to Chapter 5.

Attachments and Other Resources

- Comparison matrix prepared by Commissioner Linton
- Chapter 5 Staff Review
- M.S. § 410.12

Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.

dwl: 1/12/25

Item 4.

Petition Signatures Required	5%	10%	15%	20%	25%	Silent/ No provision
Initiative (Propose new charter items)	Brooklyn Center Crystal Lino Lakes	Anoka Blaine Bloomington Columbia Heights Ham Lake Hopkins Minnetonka	FRIDLEY Brooklyn Park Coon Rapids Plymouth Robbinsdale	Ramsey		

Referendum (Vote on existing charter items)	Anoka (3%) Crystal	Brooklyn Center Columbia Heights Lino Lakes	Blaine Bloomington Brooklyn Park Coon Rapids Hopkins FRIDLEY Plymouth Robbinsdale	Minnetonka Ramsey		Ham Lake
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Recall (An existing officeholder)		Anoka	Lino Lakes	Ramsey	Brooklyn Park Bloomington Columbia Heights FRIDLEY Hopkins Robbinsdale	Blaine Brooklyn Center Coon Rapids Crystal Ham Lake Minnetonka Plymouth
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	Votes Cast Preceding State Election	Votes Cast Preceding Gubernatorial Election	Votes Cast Preceding Municipal Election	Votes Cast Preceding Mayoral Election	Registered Voters in City for Preceding Election
Basis for required signature counts	Brooklyn Center FRIDLEY Minnetonka	Brooklyn Park (Initiative & Referendum)	Blaine Bloomington Columbia Heights Hopkins	Coon Rapids	Anoka Brooklyn Park (Recall) Crystal Ham Lake Lino Lakes Plymouth Ramsey Robbinsdale

Fridley City Charter

Chapter 5. Initiative, Referendum and Recall

Section 5.01 Definitions

Circulator: a person who presents a petition to others for signature.

City Charter, Charter: The City of Fridley's (City) local constitution.

Committee: A group of at least five registered voters who sponsor a proposed initiative.

Electorate: All people in the City who are entitled to vote in an election.

Initiative: A proposed law or Charter amendment to be placed before the Electorate during a special or General Election.

Malfeasance: An illegal act by an elected official performed in their official capacity.

Nonfeasance: Neglect or refusal to perform official duties.

Ordinance: City law enacted by the Fridley City Council (Council).

Petitioner: a person who initiates a petition.

Recall: A proposed initiative that seeks to remove any elected officer of the City.

Referendum: A proposed initiative that seeks to prevent an existing law or Charter amendment from taking effect.

Registered Voter: An eligible voter who complies with voting registration procedures and requirements as established by State law.

Section 5.01-5.02 Powers Reserved by the People

~~The people of the City of Fridley reserve to themselves the power, in accordance with the provisions of this Charter, to initiate and adopt any ordinance, except an ordinance appropriating money or authorizing the levy of taxes; to require any ordinance when passed by the Council to be referred to the electorate for approval or disapproval; and to recall elected public officials. These powers shall be called the initiative, the referendum, and the recall, respectively.)~~

In accordance with the provisions of the Charter, the people of the City reserve the power to:

- Initiate a petition to adopt an ordinance (except an ordinance appropriating money or authorizing the levy of taxes) to be voted on by the electorate;

- Require an ordinance when passed by the Council to be referred (referendum) to the electorate for approval or disapproval; and
- Recall any elected officer of the City.

A petition for an initiative, referendum or recall may be submitted, signed and circulated upon the grounds authorized by State law and the Constitution of the State of Minnesota.

Section 5.02. Expenditures by Petitioners

~~No member of any initiative, referendum, or recall committee, no circulator of a signature paper, and no signer of any such paper, or any other person, shall accept or offer any reward, monetary or otherwise, for service rendered in connection with the circulation thereof. This shall not prevent the committee from paying for legal advice and from incurring an expense not to exceed \$200 for stationery, copying, printing, and notaries' fees. A sworn statement substantiating such expenses shall be turned over to the City Clerk within five (5) days following the filing of a sufficient petition. Any violation of the provisions of this Section is a misdemeanor. Any violation of this Section shall be reported by the City Clerk to the proper authorities for prosecution under State Statutes applying thereto.~~

Section 5.03. Initiative, Referendum and Recall Further Regulations

1. No rewards, monetary or otherwise, may be accepted by:

- Any person who is a member of an initiative, referendum or recall committee;
- Any person who circulates a petition for initiative, referendum or recall; or
- Any person who signs a petition for initiative, referendum or recall.

2. Committees for an initiative, referendum or recall may pay for legal advice and incur related committee expenses not to exceed \$1,000. A sworn statement substantiating such expenses must be turned over to the City Clerk within five days following the filing of a sufficient petition. Any violation of the provisions of this Section is a misdemeanor. Any violation of this Section must be reported by the City Clerk to the proper authorities pursuant to State law.

~~1.3. A lawful petition under this Charter may be submitted, signed and circulated upon an ordinance to be initiated, or upon an ordinance to be made the subject of a referendum or on a proceeding for recall upon the grounds authorized by law and required by the Constitution of the State of Minnesota. Reasons stated infor the proposed petition, are to be stated and noted in the petition itself. A petition for any other purpose may be made in accordance with procedures established by this Charter or under provisions of State law ~~as may be elsewhere provided.~~~~

2.4. A petition under this Charter shall for an initiative, referendum or recall must be filed in with the office of the City Clerk as one (1) instrument, which instrument shall and contain any all required documents (appropriate to the petition), a copy of any ordinance proposed, covered or affected, and all the supporting signature papers and affidavits attached in support of the same.

~~3.5.~~ A petition ~~shall for an initiative, referendum or recall must~~ be circulated by a registered voter of the City. A valid petition ~~shall may only~~ be signed by registered voters of the City. ~~All the signatures on any petition need not be on one (1) signature paper.~~ The circulator of the petition ~~shall must~~ be certified as the circulator of the petition by an attached notarized affidavit which states:

- ~~(1)~~ that the circulator has signed the petition;
- ~~(2)~~ that each signature was signed in the circulator's presence;
- ~~(3)~~ the signature is from the person who signed the petition in front of the circulator;
and
- ~~(4)~~ that each signer affirmed they were a registered voter at the residence ~~stated thereon indicated on the petition.~~

Any ~~signature paper petition~~ lacking the notarized affidavit ~~shall be is~~ void. If ~~void voided~~, the signatures on that paper ~~shall may~~ not be used in the calculation of the signatures needed to fulfill the petition requirement.

~~4.6.~~ The insufficiency or irregularity of a petition ~~shall may~~ not prejudice the filing of any new petition for the same purpose, nor ~~shall it~~ prevent the Council from referring any ordinance proposed to the electorate at the next regular or special election, ~~or otherwise acting favorably upon the same.~~

~~5.7.~~ The Council may provide by ordinance ~~such any~~ further regulations for ~~the an~~ initiative, referendum, ~~and or~~ recall not inconsistent with this Charter ~~as it deems necessary.~~

~~6.8.~~ ~~The City Clerk, upon receipt of documented information that any signature on any petition paper has been falsely attested to, shall promptly forward such information to the proper authority for prosecution under State Statutes applying thereto. If the City Clerk finds that any documented information or signature on any petition for an initiative, referendum or recall has been falsely attested to, the City Clerk must promptly forward such information to the proper authorities pursuant to State law.~~

~~9.~~ ~~The City Clerk must provide to a committee member circulating a petition for an initiative, referendum or recall, written instructions delineating the correct and proper procedure for circulating the petition.~~

INITIATIVE

Section 5.04. ~~Initiation of Measures~~ Initiative Petition

Any five ~~(5)~~ registered voters may form a committee for the initiation of any ordinance as provided in Section ~~5.03.015.02~~. Before circulating any petition the committee ~~shall must~~ file a copy of the

proposed ordinance with the City Clerk along with the names and addresses of members of said committee. The committee ~~shall~~ must attach a verified copy of the proposed ordinance to each of the signature papers ~~herein described~~, along with their names and addresses as sponsors ~~thereof of the petition~~. ~~A verified copy of the proposed ordinance shall be a copy to which the City Clerk affixes the words: "Proposed Ordinance on File. Fridley City Clerk: _____ Date: _____" A verified copy of the initiative must be a copy to which the City Clerk has affixed the words: "Proposed Ordinance on File. Fridley City Clerk _____, Date _____."~~

Section 5.05. Form of Initiative ~~Petition and of Signature Papers~~

The completed petition for the adoption of any ordinance not yet in effect, ~~shall~~ must consist of the ordinance, ~~together with~~ all the signature papers and affidavits ~~thereto~~ attached. ~~Such petition shall not be~~ Petitions are not complete unless signed by at least ~~fifteen percent (15%)~~ of the total number of votes cast ~~at in~~ the last ~~state general election~~ General Election in the City. Each signature paper ~~shall page must~~ be in substantially the following form:

INITIATIVE PETITION

Proposing an ordinance to _____ (stating the purpose of the ordinance), a copy of which ordinance is ~~hereto~~ attached. This ordinance is sponsored by the following committee of registered voters:

Name (Please Print)	Address (Please Print)
1.	
2.	
3.	
4.	
5.	

The undersigned registered voters, understanding the terms and the nature of the ordinance ~~hereto~~ attached, petition the Council for its adoption, or, ~~in lieu thereof~~, for its submission to the electorate for their approval.

Name (Please Print)	Birth Year	Address (Please Print)	Signature
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At the end of each group of signatures papers ~~shall be appended~~ must be the affidavit of the circulator ~~mentioned~~ detailed in Section ~~5.03.03~~ 5.03.05.

Section 5.06. Filing of Initiative ~~Petitions and Action Thereon~~

Within ~~ten (10)~~ days after the filing of the completed petition, the City Clerk ~~shall ascertain by examination will determine if~~ the number of signatures ~~appended thereto~~ submitted and ~~whether this number~~ is at least ~~fifteen percent (15%)~~ of the total number of votes cast at the last ~~state general~~

~~election~~General Election in the City. If the City Clerk finds the petition insufficient or irregular, the City Clerk ~~shall~~must at once notify one ~~(1)~~ or more members of the petition committee of that fact, stating the reasons for the insufficiency or irregularity. The committee ~~shall~~will then be given ~~ten (10)~~ business days in which to file additional signature papers and to correct the petition in all other particulars with the City Clerk. The calculation of the ten business days begins on the date the letter is postmarked. The City Clerk ~~shall~~may have five ~~(5)~~ business days to verify the sufficiency of the additional signature papers or corrected petition. If at the end of that period the petition is found to be still insufficient or irregular, the petition ~~shall~~must be filed ~~in the City Clerk's office with the City Clerk~~ and no further action ~~shall~~will be taken. The City Clerk ~~shall~~must notify one ~~(1)~~ or more members of the petition committee of that fact.

Section 5.07. Action of the Council on Sufficient Initiative Petitions

A-1. Completed Petition With Signatures Under 25%

~~When the completed petition is found to be sufficient, with~~If the number of signers of the petition ~~is not less than fifteen percent (15%) and less than twenty-five percent (25%) between 15% and 25%~~ of the total votes cast ~~at in~~ the last ~~state general election~~General Election, the City Clerk ~~shall~~must transmit the initiative petition to the Council at its next meeting, ~~stating the~~ The notification to the Council must include the number of petitioners and the percentage of the total number of registered voters which they constitute. The Council ~~shall~~must at once read the ordinance and ~~shall thereupon provide~~call for a public hearing ~~upon regarding~~ the ordinance. After holding the public hearing, the ordinance ~~shall~~must be finally acted upon by the Council ~~not no~~ later than ~~sixty-five (65)~~ days after the date upon which it was submitted to the Council by the City Clerk. If the Council passes the ordinance as submitted, the ordinance ~~shall~~will become effective and need not be submitted to the electorate. If the Council fails to pass the proposed ordinance, or passes it in a form different from that set forth in the petition ~~and unsatisfactory to a majority of the petition committee~~, the proposed ordinance ~~shall~~must be submitted by the Council to the electorate at the next regular municipal election.

B-2. Completed Petition With Signatures of 25% or More

~~When the completed petition is found to be sufficient with~~If the number of signers of the petition ~~equal equals to at least twenty-five percent (25%)~~ or more of the total votes cast ~~at in~~ the last ~~state general election~~General Election, the City Clerk ~~shall~~must transmit the initiative petition to the Council at its next meeting, ~~stating the~~ The notification to the Council must include the number of petitioners and the percentage of the total number of registered voters which they constitute. The Council ~~shall~~must at once read the ordinance and ~~shall thereupon provide~~call for a public hearing ~~upon regarding~~ the ordinance. After holding the public hearing, the ordinance ~~shall~~must be finally acted upon by the Council ~~not no~~ later than ~~sixty-five (65)~~ days after the date upon which it was submitted to the Council by the City Clerk. If the Council passes the ordinance as submitted, the ordinance ~~shall~~will become effective and need not be submitted to the electorate. If the Council fails to pass the proposed ordinance or passes it in a form different from that set forth in the petition, the Council ~~shall~~must call for an election and place the

question on the ballot. If the petition is submitted by July 1st of an even year, the question ~~shall~~ must be placed on the next regular municipal election ballot. If the petition is submitted after July 1st of an even year or during an odd year, the Council ~~shall~~ may call for a special election subject to ~~Minnesota Election Law~~ State law.

Section 5.08. Initiative Ballots

The ballots used when voting upon such proposed ordinance ~~shall~~ must state the substance of the ordinance and ~~shall~~ must give the electorate the opportunity to vote either "Yes" or "No" on the question of adoption. If a majority of those voting on any such ordinance vote in favor of it, it ~~shall~~ thereupon will become an ordinance of the City. Any number of proposed ordinances may be voted upon ~~at in~~ the same election; ~~but the voter shall be allowed to vote for or against each separately. If there is more than one proposed ordinance on the ballot in the same election, a voter must be allowed to vote for or against each separately.~~ In the case of inconsistency between two ~~(2)~~ or more ~~initiative~~ ordinances to be approved by the ~~voter~~ electorate, the ordinances ~~shall~~ may not go into effect until the ~~City~~ Council has had ~~sixty (60)~~ days to resolve the inconsistencies.

Section 5.09. Initiation of Charter Amendments

~~The ways to~~ Procedures to initiate amendments to this Charter are set forth in ~~Minnesota Statutes~~ State law.

REFERENDUM

Section 5.10. ~~The~~ Referendum Petitions

~~If prior to the date when an ordinance takes effect a petition signed by at least fifteen per cent (15%) of the total votes cast at the last state general election in the City request that any such ordinance be repealed or be submitted to a vote of the electors, the ordinance shall thereby be prevented from going into operation.~~

An ordinance will be void prior to the effective date of the ordinance, 15% of the total votes cast at the last General Election file a petition to request it be repealed or be submitted to a vote of the electorate.

Section 5.11. Form of Referendum Petitions

Any five ~~(5)~~ registered voters may form a committee for the purpose of petitioning for a referendum as provided in Section 5.03.01. Before circulating any petition, the committee ~~shall~~ must file a copy of the proposed referendum petition and a copy of the ordinance proposed to be repealed with the City Clerk along with the names and addresses of members of said committee. The committee ~~shall~~ must attach a verified copy of the referendum and the ordinance to be repealed to each of the signature papers ~~herein described~~, along with their names and addresses as sponsors ~~thereof~~. A verified copy of the ordinance proposed to be repealed to the referendum ~~shall~~ must be a copy to which the ~~city clerk~~ City Clerk has affixed the words: "Proposed

Ordinance on File. Fridley City Clerk ____, Date ____." A referendum petition ~~shall~~must read as follows:

REFERENDUM PETITION

Proposing the repeal of an ordinance to (stating the purpose of the ordinance), a copy of which ordinance is ~~hereto~~ attached. The proposed repeal is sponsored by the following committee of registered voters:

Name (Please Print)	Address (Please Print)
1.	
2.	
3.	
4.	
5.	

The undersigned registered voters, understanding the nature of the ordinance ~~hereto~~ attached and believing it to be detrimental to the welfare of the City, petition the Council for its submission to the electorate for their approval or disapproval.

Name (Please Print)	Birth Year	Address (Please Print)	Signature
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~~At the end of each group of signatures papers shall be appended the affidavit of the circulator mentioned in Section 5.03.03. Each signature page must have the affidavit of the circulator attached.~~

Section 5.12. Filing of Referendum Petitions

1. Referendum Petition Proposing Repeal of Charter Amendment

The requirements for the purposes of petitioning for a referendum repealing a charter amendment are set forth in Minnesota State Statutes.

2. Referendum Petition Proposing Repeal of an Ordinance

Within ~~ten (10)~~ business days after the filing of the completed referendum petition, the City Clerk ~~shall~~must ascertain by examination the number of signatures ~~appended thereto~~ and whether ~~this the~~ number is at least ~~fifteen percent (15%)~~ of the total number of votes cast at the last ~~state general election~~ General Election in the City. If the City Clerk finds the petition insufficient or irregular, the City Clerk ~~shall~~must at once notify one ~~(1)~~ or more members of the petition committee of that fact, stating the reasons for the insufficiency or irregularity. The committee ~~will have~~ shall then be given ten (10) business days in which to file additional signature papers and to correct the petition in all other particulars with the City Clerk. The calculation of the ten business days begins on the date the letter is postmarked. If at the end of that period the petition

is found to be still insufficient or irregular, the petition ~~shall~~must be filed in the City Clerk's office, no further action ~~shall~~will be taken, and the ordinance ~~will become~~becomes effective immediately or on the date specified. The City Clerk ~~shall~~must notify one ~~(1)~~ or more members of the petition committee of that fact.

Section 5.13. Referendum Petitions;~~i~~; Suspension of Effect of Ordinance

When a referendum petition is filed with the City Clerk, the ordinance sought to be reconsidered ~~shall~~must be suspended from taking effect. Such suspension ~~shall~~may terminate when:

1. There is a final determination of insufficiency of the petition;~~or~~
2. The petitioner's committee withdraws the petition;~~or~~
3. The ~~council~~Council repeals the ordinance; or
4. Upon seven days after canvass of election is completed when a majority of those voting on any such ordinance vote in favor of it.

Section 5.14. Action of the Council on Sufficient Referendum Petitions

If the referendum petition or amended referendum petition is found to be sufficient, the City Clerk shall transmit the referendum petition to the Council at the next regular Council meeting. The Council shall thereupon reconsider the ordinance and either repeal it or by aye and nay vote re-affirm its adherence to the ordinance as passed. If the Council votes to reaffirm the ordinance by August 1st of an even year, the question shall be placed on the next regular municipal election ballot. If approved after August 1st of an even year, the Council shall immediately order a special election to be held subject to Minnesota Election Law.

Section 5.15. Referendum Ballots

The ballots used in any referendum election ~~shall~~must conform to the rules laid down in Section 5.08 of this Charter for initiative ballots.

RECALL

Section. 5.16. ~~The~~ Recall Petitions

Any five ~~(5)~~ registered voters may form a committee for the purpose of bringing about the recall of any elected officer of the City as provided in Section 5.03.~~0403~~.

Before circulating any petition, the committee ~~shall~~must file with the City Clerk a copy of a statement naming the elected officer whose removal is sought, a statement of the grounds for removal in not more than ~~two hundred fifty (250)~~ words, and their intention to bring about the recall with their names and addresses as members of ~~said the circulating~~ committee. The statement of grounds for removal of the elected officer must identify malfeasance or nonfeasance of conduct in the officer's performance of official duties. ~~Malfeasance constitutes an illegal or harmful act which an elected official should not perform in an official capacity. Nonfeasance is the neglect or refusal to perform~~

~~official duties.~~ The committee ~~shall~~ must also attach a verified copy of said statement to each of the signature papers ~~herein described~~, together with their names and addresses as sponsors ~~thereof~~. A verified copy of said statement ~~shall~~ must be a copy to which the ~~city clerk shall~~ City Clerk must affix the following words: "Proposed Recall Statement on File. Fridley City Clerk (Attest): _____ Date:_____.

Section 5.17 Form of Recall Petitions

~~The petition for the recall of~~ Recall petitions for any elected official ~~shall~~ must consist of the statement identical with that filed with the City Clerk together with all the signature papers and affidavits ~~thereto~~ attached. Such petition ~~shall~~ may not be considered ~~to be~~ complete unless signed by at least ~~twenty five percent (25%)~~ of the total number of votes cast in the last ~~state general election~~ General Election in the Ward or City represented by the office holder. Each signature paper ~~shall~~ must be in substantially the following form:

RECALL PETITION

Proposing the recall of _____ from office as _____ ~~which recall is sought~~ for the reasons set forth in the attached statement. This movement is sponsored by the following committee of registered voters:

Name	Address
1.	
2.	
3.	
4.	
5.	

The undersigned registered voters, understanding the nature of the charges against the officer ~~herein~~ sought to be recalled, desire the holding of a recall election for that purpose.

Name	Birth Year	Address	Signature
------	------------	---------	-----------

At the end of each group of signature papers ~~shall~~ must be ~~appended~~ attached the affidavit of the circulator mentioned in Section 5.03.~~0305~~.

Section. 5.18 Filing of Recall Petitions

Within ~~thirty (30)~~ business days after the filing of the original proposed petition, the committee ~~shall~~ must file the completed petition ~~in the Office of~~ with the City Clerk. The City Clerk ~~shall~~ must examine the petition within ~~the next ten (10)~~ business days, ~~and if~~ If the City Clerk finds ~~it the petition~~ irregular, or finds that the number of signers is less than ~~twenty five percent (25%)~~ of the total number of votes cast at the last ~~state general election~~ General Election in the Ward or City represented by the office holder, the City Clerk ~~shall~~ must ~~at once~~ notify ~~one (1)~~ or more members of the petition committee advising the reasons for the insufficiency or irregularity. The committee ~~shall then be given~~ may have

~~ten (10) business~~ days in which to file additional signature papers and to correct the petition in all other respects, but they may not change the statement of the grounds upon which the recall is sought. The calculation of the ten business days begins on the date the letter is postmarked. The City Clerk ~~shall will~~ have five ~~(5) business~~ days to verify the sufficiency of the additional signature papers or corrected petition. If at the end of that time the City Clerk finds the petition still insufficient or irregular, the City Clerk must notify at least one (1) or more of the members of the recall petition committee ~~shall be notified to that effect and the petition shall be filed in the City Clerk's office~~. No further action shall may be taken ~~thereon~~.

Section. 5.19. Recall Election Procedure

If the petition or amended petition is found sufficient, the City Clerk ~~shall must~~ transmit it to the Council without delay, and ~~shall also officially~~ notify the person sought to be recalled of the sufficiency of the petition and of the pending action. ~~The Council shall at its next meeting, by resolution, provide for the holding of a special recall election subject to Minnesota Election Law. At its next regularly scheduled meeting, the Council must call for a special election, pursuant to State law.~~

~~Section. 5.20. Procedure at Recall Election~~

~~The Clerk shall include with the published notice of the election the statement of the grounds for the recall and also, in not more than five hundred (500) words, the answer of the elected officer concerned in justification of his/her conduct in office. Candidates to succeed the officer to be recalled shall be nominated in the usual way, and the election shall be conducted, as far as possible, in accordance with the usual procedure in municipal elections.~~

The City Clerk must post notice of the election including grounds for the recall petition and response of the elected officer concerned. Candidates to succeed the officer to be recalled may be nominated in the usual way and an election must be conducted in accordance with State law.

Section ~~5.21.5.20~~ Form of Recall Ballot

1. If the officer sought to be recalled resigns within ~~ten (10) business~~ days after the receipt by the Council of the completed recall petition, the Council ~~shall must~~ declare the office vacant and ~~shall then~~ fill the vacancy for the unexpired term in accordance with the ~~City Charter, Section 2.06~~.

2. If the officer sought to be recalled does not resign within ~~ten (10) business~~ days after the receipt by the Council of the completed recall petition, the question to be placed on the ballot at the recall election ~~referenced in Section 5.19 of the Charter shall must~~ be: "Shall _____ be recalled?", ~~the name of the officer whose recall is sought being inserted in the blank, and those~~ Those voting ~~shall must~~ be permitted to vote "Yes" or "No" upon this question. If a majority of those voting on the question of recall vote in favor of recall (a majority voting "Yes"), the officer ~~shall must~~ be promptly removed from office. The Council ~~shall must~~ then fill the vacancy for the unexpired term in accordance with the ~~City Charter, Section 2.06~~. If a

majority of those voting on the question of recall vote against recall (a majority voting "No"), the officer ~~shall~~will continue in office with no further action required.

~~Section 5.22. Instructions to Petitioners~~

~~The City Clerk shall provide to every person circulating a petition for the initiation of an ordinance, for the initiation of Charter amendments, for a referendum, or for the recall of an elected official, written instructions delineating the correct and proper procedure for circulating the petition. The instructions provided will clearly define falsification of a signature and false attestation of a signature and will cite those ordinances, laws, or statutes relating to such acts.~~

The foregoing affidavit shall be strictly construed and any affiant convicted of swearing falsely as regards any particular thereof shall be punishable in accordance with existing law.

Subd. 3. May be assembled as one petition. All petition papers for a proposed amendment shall be assembled and filed with the charter commission as one instrument. Within ten days after such petition is transmitted to the city council, the city clerk shall determine whether each paper of the petition is properly attested and whether the petition is signed by a sufficient number of voters. The city clerk shall declare any petition paper entirely invalid which is not attested by the circulator thereof as required in this section. Upon completing an examination of the petition, the city clerk shall certify the result of the examination to the council. If the city clerk shall certify that the petition is insufficient the city clerk shall set forth in a certificate the particulars in which it is defective and shall at once notify the committee of the petitioners of the findings. A petition may be amended at any time within ten days after the making of a certificate of insufficiency by the city clerk, by filing a supplementary petition upon additional papers signed and filed as provided in case of an original petition. The city clerk shall within five days after such amendment is filed, make examination of the amended petition, and if the certificate shall show the petition still to be insufficient, the city clerk shall file it in the city clerk's office and notify the committee of the petitioners of the findings and no further action shall be had on such insufficient petition. The finding of the insufficiency of a petition shall not prejudice the filing of a new petition for the same purpose.

Subd. 4. Election. Amendments shall be submitted to the qualified voters at a general or special election and published as in the case of the original charter. The form of the ballot shall be fixed by the governing body. The statement of the question on the ballot shall be sufficient to identify the amendment clearly and to distinguish the question from every other question on the ballot at the same time. If 51 percent of the votes cast on any amendment are in favor of its adoption, copies of the amendment and certificates shall be filed, as in the case of the original charter and the amendment shall take effect in 30 days from the date of the election or at such other time as is fixed in the amendment.

Subd. 5. Amendments proposed by council. The council of any city having a home rule charter may propose charter amendments to the voters by ordinance. Any ordinance proposing such an amendment shall be submitted to the charter commission. Within 60 days thereafter, the charter commission shall review the proposed amendment but before the expiration of such period the commission may extend the time for review for an additional 90 days by filing with the city clerk its resolution determining that an additional time for review is needed. After reviewing the proposed amendment, the charter commission shall approve or reject the proposed amendment or suggest a substitute amendment. The commission shall promptly notify the council of the action taken. On notification of the charter commission's action, the council may submit to the people, in the same manner as provided in subdivision 4, the amendment originally proposed by it or the substitute amendment proposed by the charter commission. The amendment shall become effective only when approved by the voters as provided in subdivision 4. If so approved it shall be filed in the same manner as other amendments. Nothing in this subdivision precludes the charter commission from proposing charter amendments in the manner provided by subdivision 1.

Subd. 6. Amendments, cities of the fourth class. The council of a city of the fourth class having a home rule charter may propose charter amendments by ordinance without submission to the charter commission. Such ordinance, if enacted, shall be adopted by at least a four-fifths vote of all its members after a public hearing upon two weeks' published notice containing the text of the proposed amendment and shall be approved by the mayor and published as in the case of other ordinances. The council shall submit the proposed amendment to the people in the manner provided in subdivision 4, but not sooner than three months after the passage of the ordinance. The amendment becomes effective only when approved by the voters as provided in subdivision 4. If so approved, it shall be filed in the same manner as other amendments.

Subd. 7. **Amendment by ordinance.** Upon recommendation of the charter commission the city council may enact a charter amendment by ordinance. Within one month of receiving a recommendation to amend the charter by ordinance, the city must publish notice of a public hearing on the proposal and the notice must contain the text of the proposed amendment. The city council must hold the public hearing on the proposed charter amendment at least two weeks but not more than one month after the notice is published. Within one month of the public hearing, the city council must vote on the proposed charter amendment ordinance. The ordinance is enacted if it receives an affirmative vote of all members of the city council and is approved by the mayor and published as in the case of other ordinances. An ordinance amending a city charter shall not become effective until 90 days after passage and publication or at such later date as is fixed in the ordinance. Within 60 days after passage and publication of such an ordinance, a petition requesting a referendum on the ordinance may be filed with the city clerk. The petition must be signed by registered voters equal in number to at least five percent of the registered voters in the city or 2,000, whichever is less. If the requisite petition is filed within the prescribed period, the ordinance shall not become effective until it is approved by the voters as in the case of charter amendments submitted by the charter commission, the council, or by petition of the voters, except that the council may submit the ordinance at any general or special election held at least 60 days after submission of the petition, or it may reconsider its action in adopting the ordinance. As far as practicable the requirements of subdivisions 1 to 3 apply to petitions submitted under this section, to an ordinance amending a charter, and to the filing of such ordinance when approved by the voters.

History: (1286) RL s 756; 1907 c 199 s 1; 1911 c 343 s 1; 1939 c 292 s 1; 1943 c 227 s 1; 1949 c 122 s 1; 1959 c 305 s 3,4; 1961 c 608 s 5,6; 1969 c 1027 s 3; 1973 c 503 s 1-4; 1986 c 444; 1998 c 254 art 1 s 107; 1999 c 132 s 42; 2005 c 93 s 1; 2008 c 331 s 7; 2010 c 184 s 43



AGENDA REPORT

Meeting Date: February 3, 2025

Meeting Type: Charter Commission

Submitted By: Melissa Moore, Assistant City Manager

Title

Commission Onboarding Manual

Background

I am pleased to present the new Commission Onboarding Manual (Manual) for your review and consideration. This comprehensive document has been carefully developed to strengthen the effectiveness of advisory commissions and ensure consistent governance practices across all of Fridley's advisory bodies. Given the unique and vital role of the Charter Commission, having clear guidelines and expectations for commission operations is essential for maintaining the high standards residents expect and deserve. The Manual was developed to create a standardized "onboarding" experience for all advisory commissioners.

What does the Manual do?

The Manual addresses five critical needs:

1. **Standardized Onboarding** - The Manual provides a structured approach to orienting new commissioners, ensuring they understand their roles, responsibilities and the legal framework within which they operate. This standardization helps new members become effective contributors more quickly and reduces the learning curve that can sometimes impede commission work.
2. **Legal Compliance** - As detailed in the Manual, commissioners must navigate various legal requirements, including the Open Meeting Law, data practices regulations and conflict of interest provisions. The Manual clearly outlines these obligations and provides practical guidance for ensuring compliance, helping protect both individual commissioners and the City.
3. **Operational Clarity** - The Manual clearly delineates the relationships between commissions, the City Council and staff liaisons. This clarity is particularly important for the Charter Commission, given its unique statutory authority and its role in recommending fundamental changes to the City's governing document.
4. **Professional Development** - By establishing clear expectations for commissioner conduct, meeting procedures, and ethical considerations, the Manual supports the ongoing professional development of commission members and helps maintain high standards of public service.

Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.

5. Risk Management - Clear written policies and procedures help reduce legal and operational risks by ensuring consistent practices and providing clear guidance for handling various situations that may arise during commission service.

How does it relate to the Commission's Bylaws?

This Manual represents best practices in municipal governance and has been tailored to Fridley's specific needs and structure. It is different than the Commission's Bylaws, which are very specific operational rules for the Commission-specific procedures. The Manual more broadly frames the work of advisory commissions to the overall organization, of which the Charter Commission is a part of.

Acknowledgment

The Manual does include an acknowledgement form. The City Council is requiring this to be signed by members of all advisory commissions it has authority over. The Charter Commission, while not appointed by the Council, has an opportunity to support and opt in to these best practices in municipal governance and to align with the City's other advisory commissions.

The work of the Charter Commission can fundamentally affect how the City operates. This Manual provides the framework needed to ensure that work is conducted effectively, transparently and in accordance with all applicable laws and regulations.

Recommendation

Staff recommend the Charter Commission review the Manual and formally adopt it into its Bylaws at the March meeting.

Attachments and Other Resources

- Commission Onboarding Manual

Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.



Commission Onboarding Manual





Welcome,

On behalf of the City of Fridley, I would like to extend my gratitude for your willingness to serve our community as a member of one of our commissions. Your dedication to volunteering your time, expertise, and passion is truly commendable and essential to the growth and development of our City.

Our mission remains clear: "We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses." This vision guides everything we do, and your role as a commission member is crucial in helping us achieve this goal. Whether you're serving on the Planning Commission, Parks and Recreation Commission, Environmental Quality and Energy Commission, Charter Commission, Public Arts Commission or the Housing & Redevelopment Authority, your unique perspectives and experiences will contribute significantly to shaping the future of Fridley.

This handbook is designed to provide you with valuable information about the operation of our local government, the roles and responsibilities of commission members, and the general operating policies that will guide your service. It serves as a resource to support you in your efforts to fulfill the City's mission.

Once again, thank you for stepping forward to serve our great City. I am confident that you will find this experience rewarding, and I look forward to the positive impact your contributions will have on Fridley.

Dave Ostwald
Mayor, City of Fridley



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Purpose

This handbook is designed to serve as a guide to general policies and procedures that apply to commission members for the City of Fridley (City). As a new Commission member, we recommend you review the City's mission, recent agendas and minutes from your appointed commission to understand ongoing issues.

While not exhaustive, this manual outlines key expectations and practices to guide your service, summarizes how commissions relate to overall City operations, and provides a foundation for your role. It's designed to be a helpful reference, but does not incorporate all material and information necessary to be an effective member of a commission. Remember that your commission liaison is always available for additional support or clarification.

City Government Overview

This section provides an overview of the City's governance structure, outlining the roles and responsibilities of key entities and individuals involved in City operations. Understanding this structure will help you navigate your role as a commission member more effectively.

Form of Government

The City operates under a council-manager form of government, as established by the City Charter. In this system, the Council acts as the policy-making and legislative body, while the City Manager is responsible for the day-to-day administration of the City. Residents of Fridley are represented by the Mayor and four Councilmembers.

Mayor and Council

The Mayor and the Council are elected positions and are collectively referred to as 'the Council'. The Council relies on the six commissions to guide them on decision making as it relates to the special interests of said commission. Generally, the Council appoints members to commissions and can remove members from commissions.

Commissions

Commissions are vital components of Fridley's governance structure, established by the City Charter provision, City Code, and/or Statute. As a Commission Member, you play a crucial role in providing ongoing input on major policy areas and helping shape the future of Fridley.

Responsibilities of Commission Members:

- Attend and actively participate in all commission meetings, ensuring thorough review and discussion of agenda items.

- Provide ongoing recommendations to the Council and staff regarding your commission's specific focus area.
- Identify issues within your commission's purview that should be addressed by the Council or staff.
- Engage with the community to gather input and provide education on policy issues and concerns related to your commission's work.
- Collaborate with other commission members to develop comprehensive and well-considered recommendations.
- Stay informed about current issues, trends, and best practices relevant to your commission's area of focus.
- Represent your commission at community events or meetings when appropriate.

This manual provides more detailed information on each commission in the [Types of Commission](#) section.

City Manager

The City Manager is responsible for the overall management of City operations, including budgeting, planning, personnel, legal issues, economic development, and intergovernmental functions. The City Manager serves as a key liaison between the Council, city staff, and commissions. They can be thought of as the chief executive officer.

Department Directors

City work is divided into six departments with department directors: Community Development, Employee Resources, Finance, Parks and Recreation, Public Safety and Public Works. The Department Directors play an integral role in ensuring the effective and efficient functioning of the City. They provide the specialized knowledge, leadership, and management to translate the Council initiatives and priorities into tangible projects and services that benefit the community. As a commission member, you may interact with Department Directors when the Director also acts as a staff liaison or their expertise is relevant to your commission's work.

City Attorney

The City contracts legal services to external firms. The City Attorney provides legal advice and attends Council meetings as needed. If your commission requires legal guidance, this should be coordinated through your staff liaison and the City Manager.

Staff and Departments

City staff are responsible for carrying out the day-to-day operations of the City. They implement policies set by the Council, provide services to residents, and support the work of commissions through staff liaisons. Each commission is assigned a staff liaison who serves as a primary point of contact between the commission and city administration. Staff liaisons assist with meeting preparation, provide information and resources, coordinate with other departments, and help facilitate the implementation of commission recommendations.

Staff fall into seven departments, each playing a vital role in city governance:

1. **City Manager's Office:** This department oversees city administration, implements Council policies, maintains the City Code and the City Charter and serves as a key liaison between the Council, city departments, and commissions. This department works closely with the Charter Commission.
2. **Community Development:** This department oversees planning, zoning, building inspections, and economic development. It often works closely with the Planning Commission, Environmental Quality and Energy Commission, and Public Arts Commission and may interact with other commissions on development-related matters.
3. **Employee Resources:** Managing human resources, recruitment, and employee benefits, this department ensures the City has the personnel needed to carry out its functions effectively.
4. **Finance:** Handling budgeting, accounting, and financial reporting, the Finance department plays a crucial role in the city's fiscal health. Its work may inform decisions across all commissions.
5. **Parks and Recreation:** This department organizes recreational programs and establishes policies for use of Fridley's park system. It works closely with the Parks and Recreation Commission and may collaborate with others on environmental or community engagement initiatives.
6. **Public Safety:** Encompassing both police and fire services, this department ensures community safety. While it may not frequently interact with most commissions, its work is fundamental to the city's well-being.
7. **Public Works:** Managing city infrastructure, including roads, water, and sewer systems, this department's work often intersects with various commission concerns, from environmental issues to city planning.

Commissions Overview

Commissions play a vital role in Fridley's governance structure, serving as advisory bodies to the Council. As a commission member, you are an essential part of the City's decision-making process, providing expertise and community perspective on important issues.

Legal Authority and Responsibility

This section outlines the legal basis for Fridley's commissions and your responsibilities as a commission member. Understanding this framework is crucial for effective service and ensuring that your actions align with the City's governance structure and legal requirements.

The City of Fridley, as a Home Rule Charter City, has the authority to establish commissions as part of its governance structure. This authority is derived from the Minnesota Constitution and various statutes that allow cities to create their form of government.

Commissions derive their authority and responsibilities from the City Charter, ordinances, or resolutions that establish them. Some commissions are also required or authorized by state

statute. To ensure effective service, each commission member should be well-informed about the matters presented to their commission, understanding their implications and potential consequences.

The specific powers and duties of each commission are outlined in the establishing ordinance or resolution. These may include (but are not limited to):

- Providing recommendations to the Council on specific policy areas
- Conducting research and analysis on specialized topics
- Engaging with the community to gather input on relevant issues
- Reviewing and providing input on proposed city projects or initiatives

Commission members serve in a nonpartisan capacity, and all actions taken should prioritize the public's welfare. When considering actions or recommendations, commission members should be familiar with their responsibilities and powers as outlined in the relevant laws, regulations and bylaws. It's essential to act transparently, honestly, and in good faith, following all legal and procedural requirements. When uncertain about the appropriateness or legality of an action, it's always prudent to consult with the commission's staff liaison.

Roles and Responsibilities

This section outlines the key roles within the commission structure and their responsibilities, helping you understand your position as a commission member and how you interact with other city entities.

Role of Chair and Vice Chairs

Chairs of commissions are appointed by the Council, with the vice chair being elected by the commission members. The Charter Commission and the Housing Redevelopment Authority are exceptions because their Chair and Vice Chair are appointed by the procedure in their by-laws.

Generally, the Chair presides at all official meetings and generally ensures that the Commission reviews and acts upon the items on the agenda. The Chair should ensure that decisions are made in a timely manner, yet be careful not to limit discussion—assuring that commission members have an opportunity to be heard. The vice chair aids the chair in these responsibilities and acts as the Chair when the Chair cannot attend a meeting.

Responsibilities of the Chair:

- Lead all commission meetings
- Work with the staff liaison to set meeting agendas
- Facilitate discussions and ensure all members have a chance to contribute.
- Maintain control of the meeting, including managing public input and interactions
- Act as the primary liaison between the commission and the Council when necessary

Staff Liaison

Each commission is assigned a member of staff called a staff liaison. The staff liaison acts as a crucial link between the commission and city staff. The staff liaison typically has expertise in the commission's area of focus. Their role is to support the commission's work and ensure effective communication between the commission, city staff, and the Council.

Key responsibilities of staff liaisons include:

1. **Meeting Preparation:** Generate meeting agendas, compile necessary background information, and ensure materials are distributed to commission members in a timely manner.
2. **Information and Expertise:** Provide professional knowledge and insights related to the commission's area of focus. This may include updates on city projects, explanations of policies or regulations, and context for issues under consideration.
3. **Administrative Support:** Assist with scheduling meetings, securing meeting locations, and managing commission-related correspondence.
4. **Facilitation:** Help guide discussions during meetings, ensuring that conversations remain productive and aligned with the commission's goals and responsibilities.
5. **Council Communication:** Work with the commission to prepare and present recommendations to the Council. This includes drafting reports and helping commission members understand the Council's decision-making process.
6. **Orientation and Training:** Assist in onboarding new commission members, providing them with necessary background information and explaining commission procedures.
7. **Compliance Oversight:** Ensure that the commission operates in compliance with relevant laws, including open meeting laws and data practices regulations.
8. **Resource Coordination:** Connect the commission with other city departments, external experts, or resources as needed to support their work.
9. **Continuity:** Provide historical context and institutional knowledge to support the commission's ongoing work, especially as membership changes over time.

The staff liaison is a valuable resource for your commission. They can help you navigate city processes, access needed information, and ensure that your commission's work aligns with and supports the city's overall goals and operations. While staff liaisons provide support and guidance, it's important to remember that they do not vote on commission matters or make decisions on behalf of the commission.

Relationship with Council

Commissions play a crucial advisory role to the City Council, serving as a bridge between the community and local government. Here's how this relationship functions:

1. **Analysis:** Commissions often have bandwidth to focus on areas within the expertise of that commissions, conduct research and analysis that the Council may not be able to do given their broad responsibilities.
2. **Communication Channels:**
 - Typically, at least one joint meeting with the Council per year is held for some commissions.
 - For guidance or clarification, commissioners should communicate with their staff liaison.
 - The staff liaison can represent the Council's perspective or facilitate the commission chair to present or speak with Council at City Council Conference Meetings if needed.
3. **Expertise and Community Perspective:** Commissioners bring specialized knowledge and community input to complex issues, helping the Council make more informed decisions.
4. **Guided by Council Needs:** Commissions are guided by the needs of the Council through their staff liaison. This ensures that commission work aligns with Council priorities and objectives.
5. **Long-Term Planning:** Commissions often work on long-term projects and plans, providing continuity and vision that extends beyond election cycles.
6. **Policy Development:** Commission recommendations can form the basis for new city policies or programs or update existing ones.

While commission recommendations carry significant weight, the final decision-making authority typically rests with the Council. The role of commissions is to provide the best possible advice based on expertise, research, and community input, thereby supporting the Council in making well-informed decisions for the city.

Completion of Service and Member Removal

While we hope your service will be long and rewarding, it's important to understand the circumstances under which commission service may end. This section provides information on term completion, resignation, and the rarely-used removal process.

Reasons for Early Completion of Service:

1. **Resignation:** Members may choose to resign from their position at any time by submitting a written notice to the City Clerk or their commission's staff liaison.
2. **Attendance:** Regular attendance is crucial for the effective functioning of commissions. Extended absences or frequent missed meetings may result in a review of membership.
3. **Term Expiration:** Members serve for specified terms. At the end of a term, members may be reappointed or may conclude their service.
4. **Commission Dissolution:** In rare cases, if a commission is dissolved by the Council, all member terms would naturally conclude.

Removal Process:

The Council has the authority to remove commission members, aside from the Charter Commission (Charter Commission members must be removed by the Court). This authority is exercised rarely and with careful consideration. Reasons for removal might include:

- Violation of ethics policies or conflict of interest rules
- Persistent failure to perform duties
- Actions that undermine the commission's effectiveness or the public trust

If concerns arise about a member's conduct or ability to serve, the typical process involves:

1. Discussion with the member and the City Manager, Mayor, and/or staff liaison to address concerns
2. If issues persist, review by the Council
3. The member is given an opportunity to respond to any concerns
4. The Council makes a final decision in an open meeting.

Types of Commissions

The City has six total commissions consisting of both ordinance established commissions and statutory established commissions. Ordinance established commissions, sometimes rereferred to as advisory commissions, make recommendations to the Council but do not have independent decision-making authority. Statutory established commissions, sometimes rereferred to as authoritative commissions, have some level of autonomous authority granted by statute or ordinance. The commissions are separated below based on ordinance established commissions and statutory established commissions.

Ordinance Established Commissions:

Ordinance established commissions derive their power and obligations from Chapter 105 of the Fridley City Code. Ordinance established commissions make recommendations to the Council but do not have independent decision-making authority. They provide expert advice and community perspective on various aspects of city life.

- **Environmental Quality and Energy Commission (EQEC)**

Establishment: Advisory commission established by ordinance.

Composition and Leadership: EQEC commission members are appoint by the Council. The chair is appointed by the Council and vice-chair is appointed by the commission. The person who holds these appointments is listed on the first resolution every year.

Meeting: The EQEC typically meets the second Tuesday of every month. The EQEC is not televised, so meeting minutes are recorded by the staff liaison. The staff liaison will communicate if meetings are rescheduled or canceled.

Purpose and Responsibilities: The EQEC serves as a resource to the City in the conservation and management of energy and the environment. The EQEC provides the

Council with accurate information to assist in making and implementing sound environmental policy in areas such as:

- Solid waste abatement programming
- Environmental education
- Waste reduction
- Water resource management
- Energy conservation and management

The EQEC also advises on environmental problems, laws, policies, and regulations at the county, metropolitan, state, and federal levels to the extent of their effect on Fridley. It advises the Council, the City Manager, and other appropriate city commissions on matters pertaining to conservation and management of energy and the environment, including the review and recommendation of programs and policies within the City.

What the purpose of the commissioner? As an EQEC member, you're at the forefront of Fridley's environmental initiatives. Your work directly influences:

- The City's approach to waste reduction and recycling programs
 - Strategies for water conservation and quality improvement
 - Energy efficiency initiatives in city operations and community-wide
 - Public education on environmental issues
- **Parks and Recreation Commission (PRC)**

Establishment: Advisory commission established by ordinance.

Composition and Leadership: PRC commission members are appointed by the Council. The chair is appointed by the Council and vice-chair is appointed by the commission. The person who holds these appointments is listed on the first resolution every year.

Meeting: The PRC typically meets the first Monday of every month. The PRC is televised, so meeting minutes are created by an off-site minutes vendor. The staff liaison will communicate if meetings are rescheduled or canceled.

Purpose and Responsibilities: The PRC was established to provide comprehensive development of park facilities and a recreational activities program for the well-being of the residents of the City. It also guides the development of programs to implement these goals effectively. By June 1 each year, the Commission recommends a capital investment program for park improvements, acquisitions, and recreational activities.

What is the purpose of the commissioner? As a PRC member, you play a key role in:

- Shaping the future of Fridley's parks and green spaces
 - Developing inclusive recreational programs for all ages and abilities
 - Advising on the maintenance and improvement of park facilities
 - Ensuring that Fridley's recreational offerings contribute to community well-being and city attractiveness
- **Planning Commission (PC)**

Establishment: Advisory commission recommended by Statute and established by ordinance.

Composition and Leadership: The PC has a unique structure, the Commission comprises seven members: the Planning Commission chairperson, the chairs of both the Park and Recreation Commission and the Environmental Quality and Energy Commission, and four at-large members. The chair is appointed by the Council and vice-chair is appointed by the commission. The PC commission at-large members are appointed by the Council. Chair and vice-chair appointments are recorded in the first resolution of each year.

Meeting: The Planning Commission typically meets the second Wednesday of every month. The PC is televised, so meeting minutes are created by an off-site minutes vendor. The staff liaison will communicate if meetings are rescheduled or canceled.

Purpose and Responsibilities: The Planning Commission is responsible for continuous community planning and development of comprehensive goals and policies, including but not limited to land use, housing, environment, parks and recreation, and other related community activities. The Commission also serves as the Board of Appeals and Adjustments, exercising all authority and functions of said Board according to M.S. §§ 462.351 to 462.364.

What is the purpose of the commissioner? As a Planning Commission member, your work has a lasting impact on Fridley's future. You contribute to:

- Developing and updating the city's comprehensive plan
 - Reviewing and recommending action on zoning changes, land use applications, and development proposals
 - Ensuring that Fridley's growth aligns with community values and long-term sustainability
 - Addressing housing needs and promoting equitable development
- **Public Arts Commission (PAC)**

Establishment: Advisory Commission established by ordinance.

Leadership and Composition: PAC members are appointed by the Council. The chair is appointed by the Council and vice-chair is appointed by the commission. The individual who holds these appointments is listed on the first resolution every year.

Meeting: The PAC typically meets the first Wednesday of every month. The PAC is not televised, so meeting minutes are recorded by the staff liaison. The staff liaison will communicate if meetings are rescheduled or canceled.

Purpose and Responsibilities: The PAC was established to foster the development of the arts, to advise the Council on arts-related matters, and to stimulate participation in and appreciation of the arts by residents.

What is the purpose of the commissioner? As a PAC member, you have the exciting opportunity to:

- Shape the artistic landscape of Fridley

- Advocate for and support local artists
- Develop public art initiatives that reflect our community's diversity and values
- Integrate art into public spaces and city development projects

Statutory Established Commissions

Statutory established commissions have limited self-governing authority granted by statute, including some internal processes that are regulated by law. Statutory established commissions still require final approval from the Council by resolution to turn any recommendations into action.

- **Charter Commission**

Establishment: Required by Statute as a Home Rule Charter City.

Composition and Leadership: Charter commission members are appointed by a District Court Judge. The chair and vice-chair are elected according to the procedure in the Charter Commission by-laws.

Meeting: The Charter Commission typically meets the second Monday of every month and meets approximately 7 times per year. The Charter Commission is not televised, so meeting minutes are recorded by the staff liaison. The staff liaison will communicate if meetings are rescheduled or canceled.

Purpose and Responsibilities: Has the authority to review the City Charter and make recommendations for amendments to the Council.

What is the purpose of the commissioner? As a Charter Commission member, you play a critical role in Fridley's governance by:

- Reviewing and recommending updates to the City Charter
- Ensuring that Fridley's governance structure remains effective and efficient
- Safeguarding the rights and responsibilities outlined in the City Charter
- Providing a vital check and balance in our local government system

- **Housing and Redevelopment Authority (HRA)**

Establishment: Authorized by Statute and established by ordinance.

Composition and Leadership: HRA members are appointed by the HRA where the City Manager serves as Executive Director. The chair and vice-chair are appointed by the HRA. The person who holds these appointments is listed on the first resolution every year.

Meeting: The HRA meets the first Thursday of every month. The HRA is televised, so meeting minutes are recorded by the off-site minute taking service. The staff liaison will communicate if meetings are rescheduled or canceled.

Purpose and Responsibilities: Implements housing rehabilitation programs and redevelopment projects that create new housing opportunities to meet local housing needs. Administers programs that are designed to enlarge the tax base, create jobs, and create vital, attractive businesses in blighted or underdeveloped areas of the City.

What is the purpose of the commissioner? As an HRA member, your work has a direct and tangible impact on Fridley's housing landscape and economic development. You contribute to:

- Implementing housing rehabilitation programs that improve living conditions for residents
- Developing new housing opportunities to meet diverse community needs
- Creating and executing redevelopment projects that attract businesses and create jobs
- Administering programs that enlarge the city's tax base and enhance economic stability

The Council may, by ordinance or resolution, establish and regulate any board or commission, to advise the Council with respect to any City function or activity, to investigate any subject of interest to the City, or to perform quasi-judicial functions. The Council relies on the work of City commissions, and members serve an important role in extending the reach of the democratic process into the community.

Be an Effective Commission Member

Attending your first commission meeting is often a blend of excitement and uncertainty. You might find yourself pondering over the right protocols, what to say, and how best to contribute. This section aims to alleviate those initial concerns while setting you on a path to excel in your role for the betterment of the City. It lays out key practices and guidelines that serve dual purposes: enabling you to make informed decisions and ensuring that both you and the City operate within legal boundaries. The essence of being an effective commission member lies in being prepared, listening actively and contributing thoughtfully to discussions.

Participation

Commission members benefit through participation and discussion of all members. A quorum (or majority) of the body is necessary to conduct official business. Members are expected and encouraged to attend all meetings as the regular attendance of commission members is necessary for the most effective performance of the commission. If a commission member must miss a meeting(s) or attend a meeting(s) virtually, the member should advise their staff liaison before the scheduled meeting(s). Additionally, commission members should familiarize themselves with any bylaws of their commissions. Some commissions have a limit on the number of meetings that can be missed before that member is dismissed from the commission.

Quorum

A quorum is the minimum number of members required to conduct official business. It's crucial for decision-making and gives legal validity to the commission's actions. Usually, a quorum is achieved when more than half of the members are present. The City Clerk will post a notice whenever a quorum is expected, even if official business isn't on the agenda, to maintain transparency and avoid potential violations.

To avoid quorum violations, always be mindful of attendance numbers and consult with your staff liaison if you are unsure.

Conflict of Interest

State law, the City Charter and Code prohibit public officials, including commission members, from having a personal financial interest in a sale, lease or contract they are authorized to make in their official capacity. Commission members must avoid actions that might give the appearance of impropriety or a conflict of interest. They must not use their position to gain privileges or special treatment.

If there is a conflict of interest on an issue, that member must abstain from discussion or voting on the issue.

If commission members have any question about a possible conflict of interest, they should contact their staff liaison.

Standards of Appearance

All commission meetings are open public meetings where members of the public are welcome to attend. Some are also televised on Fridley City TV and recorded. Therefore, it is important that a professional appearance be maintained.

Communication

Communication is a critical aspect of your role as a commission member. Your words and actions reflect the City's interests and values, whether in official meetings or in your personal life.

Media Interactions

Although uncommon, there could be occasions where you are approached by the media for an interview or a public comment. When communicating any information, it is essential to ensure that it is accurate, timely, and professional to maintain the City's credibility.

If you ever find yourself contacted for a media interview or statement, it is generally recommended to consult with the staff liaison for guidance, who may then consult with the City's Communication and Engagement Division. You represent the City in every capacity, and your words and actions reflect the City's interests and values.

Social Media Use

Many commissioners use social media in various ways, such as communicating with the community or sharing personal views. However, the 'personal' style of social media can make it difficult to draw the line between public, professional and private use. As a representative of the City, online statements and opinions - even when intended as personal - may be perceived as representing the City's position.

When using social media, always exercise good judgment and remember that you are a commission member even when writing in your personal capacity.

There may be times when personal writings on social media could be perceived as problematic because they could damage the trust and working relationship between the commission, City Council and, the community. Examples could include:

- Using inflammatory or vulgar language that could damage public trust
- Making hostile or alienating statements about segments of the community
- Posting content that undermines the ability to serve all residents impartially
- Cyber-bullying or harassment
- Sharing confidential information
- Unlawful activities
- Inappropriate use of the City's name or your commission title
- Using phrases like 'As a City commissioner, I think...' when expressing personal views, as this can imply you are speaking on behalf of the City or commission

Use of social media in this nature could result in coaching of the commission member and/or Council following the [Removal Process](#). Each situation will be evaluated on a case-by-case basis.

General Communication Tips

- Keep messages concise, focusing on a couple of main points.
- Be mindful of your tone and voice.
- Use clear, straightforward language, avoiding jargon or overly technical terms.
- Stay authentic and true to yourself. Positivity and optimism can go a long way.

Code of Conduct and Ethics

As a commission member, you're held to a high standard of conduct due to the nature of your duties and responsibilities. The following principles will help ensure that your commission operates with maximum efficiency and effectiveness:

- Attend meetings regularly and punctually.
- Respect the decision-making process and any decisions made by the group.
- Notify your staff liaison if you'll miss a meeting, to ensure quorum.
- Openly discuss issues and decisions during meetings.
- Don't seek special consideration or influence based on your position.
- Adhere to gift prohibition rules as outlined in Minn. Stat. § 471.895.
- Maintain confidentiality when required and adhere to data practices regulations.

Ethical Considerations

Commissioners are held to high ethical standards. Here are some key areas to be aware of:

- **Recusal from Voting:**
 - Commissioners should recuse themselves from voting on any matter where they have a personal interest in that matter.

- Examples include: financial interests in a project under review, family members applying for a land use permit, or being employed by an organization seeking approval from the commission.
- If in doubt, consult with your staff liaison.
- **Gifts:**
 - Commissioners are subject to gift prohibition rules as outlined in Minnesota Statutes § 471.895.
 - Generally, gifts should not be accepted from individuals or organizations that have business before the commission.
 - When in doubt, it's best to politely decline or seek guidance from the staff liaison
- **Relationships with Applicants:**
 - If a commission member has a personal or professional relationship with someone applying for approval from the commission, disclose this relationship publicly before any discussion of the matter.
 - If the relationship could be perceived as influencing decisions, consider recusing yourself from the vote.
 - Always err on the side of transparency to maintain public trust.

Maintaining high ethical standards is crucial for the credibility of your commission and the City as a whole. If you're ever unsure about an ethical issue, don't hesitate to seek guidance from your staff liaison.

Data Practices

Minnesota Statutes, Chapter 13, known as Minnesota Government Data Practices Act (MGDPA), and Chapter 12 of the City Charter govern all data collected, created, received, maintained, or disseminated by the City. Generally, the MGDPA presumes that all Government Data are public unless a State or Federal law says differently. The City's Data Practices Policy is available online.

Commission members should presume all documents, notes, and messages created or maintained in the course of their work, or stored on their devices, will be subject to release if requested.

The City Clerk has been designated as the City's Responsible Authority and is responsible for administering the MGDPA. No employee, commission member or elected official of the City may release any private or confidential data to any person except for the City Clerk or a designee. All data practices requests should be forwarded to the City Clerk for processing as the Data Practices Act requires understanding to successfully respond to requests.

Compensation and Reimbursement

Acting as a commission member is a volunteer position, meaning there is no compensation. However, commission members may occasionally attend conferences, seminars, or other events that align with their roles. Reimbursement may be available for commission-related travel, meals, lodging, and other necessary expenses, consistent with budget authorization.

Commission members interested in attending a conference that will require reimbursement needs to obtain permission from the City before attendance. Commission members will not be reimbursed for any expenses that do not have prior approval.

Commission Meeting Procedure

Typically, commissions meet once monthly. Meetings can be anywhere to 30 minutes to a couple of hours. Special Meetings may occasionally be called by a commission. If this occurs, the City will issue a public notice and produce an agenda.

The staff liaison is present at every meeting to help answer questions the Commission has on any agenda items.

Parliamentary Procedures

All Commissions follow Rosenberg's Rules of Order at meetings. Parliamentary procedure is simply considered as a set of guidelines used to assure that a meeting goes smoothly and fairly. It is used to facilitate a group coming to a majority decision when there are differing points of view. A detailed list of procedures can be found in Rosenberg's Rules of Order.

Agenda

The agendas for the meetings of the commission are determined by the commission chair and the staff liaison. They are then prepared by City staff and distributed to each commission member at least one business day before the meeting. The commission agenda outlines the topics or items of business that will be introduced, discussed and acted upon at each meeting.

Once the agenda has been sent to the commission along with the accompanying packet material, no item is added or deleted prior to the meeting. The agenda may be amended at the beginning of the commission meeting to include any additional items or to delete any item from the agenda.

The order of business on the meeting agenda varies slightly between commission, but generally is as follows:

Open Forum/Visitors: Open Forum allows the public to address the commission on subjects that are not on the agenda. The commission may take action, reply or give direction to staff.

Proposed Agenda: These items are proposed for the commission's discussion and consideration. All items will be discussed and considered by the commission for approval by vote through separate motions.

Public Hearing(s): Some commission are required to hold public hearings on certain matters. Items under the public hearing section allow members of the public to address the commission on items that are required to have a public hearing. The commission will call the public hearing,

take public comment, then close the public hearing. Once the public hearing is closed, the commission may vote on passing the proposed action.

Informal Status Reports: An opportunity for staff to update the commission on upcoming events and on staff activities as requested by the commission. Typically, these activities are in preliminary stages and not ready for formal action.

Open Meeting Law

All of the meetings of the commission are open to the public and subject to the Open Meeting Law (Minnesota Statutes, Chapter 13D). A meeting is defined as the convening of members of a governmental body for the purpose of exercising the responsibility, authority, power or duties delegated to that body. A meeting is subject to the open meeting law whenever the governmental body meets for official purposes. A meeting does not include social or chance gatherings not intended to avoid the law. When there are more than half of the commission member present at a meeting, it is considered a quorum and therefore a meeting for official purposes.

The purpose of the law is to:

- Prohibit action from being taken at a secret meeting where the interested public cannot be fully informed of the decision of the public body;
- Ensures the public's right to be informed; and
- Gives the public an opportunity to present its views.

Any communication (including emails or other electronic communication) between some or all of the commission could potentially be considered a public meeting.

If you have information or any type of communication that you would like to share with other members, it is recommended that it be sent to the staff liaison, who may then forward it for review and discussion at a public meeting. The Open Meeting law does not preclude an individual member from contacting the staff liaison regarding questions or concerns, or seeking further information on topics or agenda items.

In any meeting which must be open to the public, the City must make at least one copy of any printed material available in the meeting room for public inspection. This applies to any printed material prepared by the City and distributed or made available to all members of the commission. This requirement does not apply to materials that are classified as other than public under the Government Data Practices Act.

The exception to the Open Meeting Law is "Closed Meetings." Closed Meetings are strictly regulated and rarely used by commissions. If you think a meeting needs to be closed, please consult with the staff liaison.

Public Notice

The Open Meeting Law (Minnesota Statutes, Chapter 13D) requires public bodies to establish a schedule for regular meetings and keep that schedule on file at its primary offices (i.e., City Hall). If the body changes the time or location from the regular meeting schedule, advance notice must be provided.

Minutes and Records of Commission Meetings

Open Meeting Law (Section 13D.01, subdivision 4) requires public bodies to record and maintain votes of its members. Minutes of each commission meeting should comprise a summary of the proceedings, including who makes and seconds the motions and the results thereof. The minutes serve as a permanent record of the commissions' actions, discussion, and opinions, and are forwarded to the City Manager's office for public distribution and used as input and background for commission decisions.

Minutes can be taken by an off-site minute-taking service or the commission staff liaison and are incorporated into the next meeting agenda packet for approval by the commission. The commission minutes are then placed on the Council meeting agenda to be formally received by the Council. It is important for commission members to closely review minutes and make corrections if needed so the approved minutes accurately reflect the work of the commission. Corrections to minutes should be made at the meeting when the minutes are brought forward for adoption. Corrections require a motion, a second, and a majority vote, and if approved, are noted in the minutes of the current meeting. Any changes to the draft minutes approved by the commission should be reflected in the minutes for the meeting at which the corrections are made.

In addition to the written minutes, some commission meetings are recorded, shown live, and replayed on the City's cable station. While the recordings are not an official record of the commission meeting, they are retained for 20 years, after which time they may be destroyed, pursuant to the City's Public Meetings Minutes Policy. Copies of the recordings are available for the Council, staff, and public viewing upon request.

Acknowledgement

I hereby acknowledge receipt of the Commission Member Onboarding Manual (Manual). I confirm that I have read and understand the Manual, particularly the "Be an Effective Commission Member" section, and I agree to fulfill my duties in accordance with these standards.

I understand that failure to comply with the expectations and responsibilities outlined in this Manual, specifically those detailed in the "Be an Effective Commission Member" section, may constitute grounds for removal from the Commission.

Commissioner Name (Print)

Signature

Date

Appendix and Other Resources

[Data Practices](#)

[Open Meeting Law](#)

[City Code and Charter](#)

[Rosenburg's Rule of Order](#)

[Commission Meeting Calendar](#)

[City Organization Chart](#)

[Data vs. Information Sheet](#)

Visual of Relationship between the Commissions, the Council and Staff Liaisons





AGENDA REPORT

Meeting Date: February 3, 2025

Meeting Type: Charter Commission

Submitted By: Beth Kondrick, Deputy City Clerk

Title

Future Meeting Topics

Background

Future meeting topics requested by commissioners:

- Continued discussion on Chapter 5

Recommendation

None.

Attachments and Other Resources

Vision Statement

We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.